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City of Alameda  
Code No. 3030  
Approved by C.S.B.

## SENIOR DRAFTSPERSON

### DEFINITION

Under direction, to do engineering drafting of maps and construction plans from field notes and other basic engineering data; to make technical engineering computations; to maintain a wide variety of engineering records; and to do related work as required.

### EXAMPLES OF DUTIES

1. Drafts maps, construction plans, and working drawings from office records and field surveys, property descriptions, and construction notes;
2. Prepares engineering drawings of street construction, storm and sanitary sewer construction, building modifications, and other structures and equipment from specifications, rough notes or verbal descriptions;
3. Prepares and maintains city street card index showing rights-of-way and other dimensions, field notations, deed recordation, and other reference notes;
4. Maintains master control records showing feet and mileage of various categories of streets and highways, and makes adjustments to records caused by street closures, abandonments, openings, dedications, or improvements; prepares, updates, and makes revisions to general city maps; Contacts and informs utilities of impending work which may cross utility systems;
5. Investigates records of easements and property ownership and boundaries in official property records; checks construction cost and progress pay estimates from given quantities and units, and computes standard surcharges;
6. Checks building plans submitted for building permits for possible encroachment on easements; Furnishes information to the public regarding public works operations or from engineering records;
7. Maintains a variety of map and record files;
8. May direct a subordinate as assigned.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by courses in trigonometry or drafting.

Experience: Two years of engineering drafting experience.

#### Knowledge

Knowledge of drafting methods and instruments and their use.

#### Ability

Ability to use trigonometric and curve data tables; read and interpret engineering maps, construction plans, engineering specifications, and property descriptions; prepare complete maps and plans from basic data; maintain effective working relationships with other employees and the public.

#### Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.